

Weekly overview of attendance printouts

The Attendance Assistant and Head of Achievement (Attendance) to discuss pupils causing concern with attendance 95% and under at weekly meeting. Decide who to follow up.

HOA/PM contact pupil and/or parent. Supply printout and indicate concerns. Provide opportunities to discuss and address issues in school.

Attendance improves - recorded on file and monitored.

Attendance does not improve.

Long term illness/injury.

What to look out for:

- **Persistent Absentees** - pupils with attendance of 90% and under. They are classified as such by the LA and DFE and this data is used by RAISE
- **Patterns of absence** - same days a week? Same days as friends? Leaves equipment at home and cannot participate in lessons? Misses homework deadlines?
- **Welfare records** - lots of visits to Welfare? Goes to Welfare on arrival at school? Minor complaints especially feeling sick? Wants to be sent home or to stay in Welfare? Clingy and attention seeking behaviour?
- **Disadvantaged pupils (DP)** - attendance tends to be lower than other pupils. All DP with 95% and under have an active attendance action plan. Timely referrals to early support agencies will be part of plans
- **The LA support** with FPN and SAP as long as procedure is followed when school action has failed to improve attendance.

School letter sent by HOA explaining FPN warning letter will be requested.

School letter requesting medical evidence for 5 days plus for all absences when attendance is 90% and under. Sent by AA only. Home visits as appropriate.

HOA meet with pupil/parents and agree action plans. Review meetings arranged and recorded. Support as appropriate.

Referral to school nurse/CAMHS as appropriate. FPN warning letter may be requested from LA by HOA/PM

Individual cases monitored weekly by DHT/HOA/PM. Referral to MASH and completion of SAF as appropriate. Paperwork maintained.

FPN Issued. MAT planning

SAP requested. Interagency referral if not already engaged.

Risk assessment and individual HC Plans agreed by school nurse and relevant professionals.

Targets and provision for return to school reviewed.

HOA coordinate provision for frequent and/or extended absences.

Referral to THS at Milton for IT or Trigger Tuition as appropriate.